KANSAS

Governor's Grants Program

RAVOCA

Federal Recovery Act
Victims of Crime Act
Grant Program

**Fiscal Year 2010
Grant Application**

APPLICATION DEADLINE:

SUBMITTED BY 11:59 p.m., March 31, 2010
ON THE GRANT PORTAL

OFFICE OF THE
GOVERNOR GRANTS PROGRAM

FEDERAL RECOVERY ACT
VICTIMS OF CRIME ACT
VICTIM ASSISTANCE GRANT PROGRAM
(RECOVERY ACT-VOCA)

GRANT APPLICATION PACKET

APPLICATION MUST BE SUBMITTED ON THE GOVERNOR'S GRANTS PROGRAM GRANT PORTAL. APPLICATIONS NOT SUBMITTED BY 11:59 p.m., MARCH 31, 2010 WILL NOT BE ACCEPTED.

PLEASE DO NOT CALL CONCERNING THE STATUS OF THE APPLICATION. YOU WILL BE NOTIFIED VIA THE GRANT PORTAL.

GUIDELINES

RECOVERY ACT VOCA GRANT GUIDELINES

The President signed into law the Federal American Recovery and Reinvestment Act (the **Recovery Act**) of 2009 (Public law 111-5). The Federal Recovery Act Victims of Crime Act Victim Assistance (**Recovery Act-VOCA**) grant program can be used in the same manner as the Federal Victims of Crime Act grant program.

Funds from this grant program will be used to hire and/or retain personnel that provide direct services to victims of crime. To receive grant funds to retain positions, there must be <u>written documentation</u> that demonstrates the positions would otherwise be eliminated due to budget cuts.

For the purpose of these grant program guidelines, direct services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety such as boarding up broken windows and replacing or repairing locks. **A crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.**

<u>All grant awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Applicants should anticipate that grant funds under the **Recovery Act-VOCA** will be **one-time grant awards** and should propose grant project activities that can be accomplished without additional funding.</u>

All applicants must have a DUNS number and a current CCR before grant funds can be awarded to an agency; no exceptions will be allowed. Instructions for obtaining these numbers are as follows:

DUNS (Data Universal Numbering System) number is required. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at http://www.dnb.com/us.

Central Contractor Registration (CCR) is required. The **CCR** database is the repository for standard information about federal financial assistance applicants, recipients and subrecipients. Organizations that have previously submitted federal applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

COMPLIANCE WITH RULES REGULATING RECOVERY ACT GRANTS

Applicants must comply with the applicable provisions of **Recovery Act-VOCA** and the requirements of the U. S. Department of Justice, Office of the Chief Financial Officer, Federal Office of Justice Programs Financial Guide effective edition, 1-800-458-0786 or www.ojp.usdoj.gov/financialguide/index.htm, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of **Recovery Act-VOCA** funds. This includes financial documentation for disbursements; daily time and activity records specifying time and type of service devoted to allowable **Recovery Act-VOCA** activities; grant project files; the portion of the grant project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit and grant analysis for compliance.

All **Recovery Act-VOCA** must be tracked, accounted for and reported on separately from all other funds an agency receives. Also all personnel whose activities are charged to the **Recovery Act-VOCA** must maintain timesheets to document hours worked for activities related to the **Recovery Act-VOCA.**

Any applicant receiving **Recovery Act-VOCA** shall make available to U. S. Department of Justice, Federal Government Accountability Office and the Governor's Grants Program, all access to and the right to examine all records (including, but not limited to, books, papers and documents) related to the **Recovery Act-VOCA** award, including such records of any contractor or subcontractor. In addition, interviews with any officer or employee of an agency receiving **Recovery Act-VOCA** funds shall be allowed.

PROGRAM INCOME

Applicants generating program income from a **Recovery Act-VOCA** grant funded project must ensure that they have the capability to track grant project income in accordance with federal and state financial accounting requirements. All **Recovery Act**-**VOCA** grant funded project income, no matter how large or small, is restricted to the same uses as the **Recovery Act-VOCA** grant project and must be expended as soon as possible.

Adherence to the use of program income must meet the guidelines established by the U. S. Department of Justice, Office of the Chief Financial Officer, Federal Office of Justice Programs Financial Guide effective edition, 1-800-458-0786 or www.ojp.usdoj.gov/financialguide/index.htm.

PROGRAM REQUIREMENTS

1. **Recovery Act-VOCA** grant funds will <u>enhance or expand</u> services and will not be used to supplant State or local funds that would otherwise be available for crime victim services.

2. Current VOCA subgrantees will be given priority in receiving grant awards. In addition, priority will be given to applicants that provide on-going direct services to victims of crime.

3. Priority shall be given to victims of sexual assault, domestic violence and child abuse. Thus a minimum of 10 percent of the federal grant (30 percent total) will be allocated to each of these categories of crime victims.

4. An additional 10 percent of the **Recovery Act-VOCA** grant will be allocated to victims of violent crime (other than "priority" category victims) who were "previously underserved." These underserved victims of either adult or juvenile offenders may include, but are not limited to, victims of federal crimes; survivors of homicide victims; or victims of assault, robbery, gang violence, hate and bias crimes, intoxicated drivers, bank robbery, economic exploitation, fraud and elder abuse.

A victim of a federal crime is a victim of an offense that violates a federal criminal statute or regulation. Federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings and military installations.

Elder abuse is defined as the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.

Applicants are encouraged to identify gaps in available services by victims' demographic characteristics. For example, in a given community, "<u>underserved</u>" victims may be best defined according to their status as senior citizens, non-English speaking residents, persons with disabilities, members of racial or ethnic minorities, or by virtue of the fact that they are residents of rural or remote areas, or inner cities.

APPLICANT ELIGIBILITY REQUIREMENTS

1. **Public Agency, Nonprofit, Community or Faith-Based Organizations.** Applicants must be operated by public agencies, nonprofit, community or faith-based organizations, or a combination of such organizations and provide services to crime victims.

2. **Record of Effective Services.** Applicants must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by

the community, a history of providing direct services in a cost-effective manner and financial support from other sources.

3. **New Organizations.** Applicants that have not yet demonstrated a record of providing services may be eligible to receive **Recovery Act-VOCA** funding, if they can demonstrate that 50 percent of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability.

4. **Applicant Match Requirements.** The purpose of matching contributions is to increase the amount of resources available to the grant project supported by grant funds. Non-federal matching contributions of 20 percent (cash or in-kind) of the total cost of each **Recovery Act-VOCA** grant project (**Recovery Act-VOCA** grant funds plus match) are required for each **Recovery Act-VOCA** funded grant project and must be derived from non-federal sources except as provided in the Federal OJP Financial Guide. To obtain a copy call 1-800-458-0786 or go to http://www.ojp.usdoj.gov/financialguide/index.htm effective edition. **All funds designated as match are restricted to the same uses as the Recovery Act-VOCA grant funds and must be expended within the grant project period.** Match must be provided on a project-by-project basis. Any deviation from this policy must be approved by the Federal Office for Victims of Crime and the Governor's Grants Program.

> Example: Total Grant Project Cost = $50,000
>   80% Federal Share   = $40,000
>   20% Non-Federal Match = $10,000

For purposes of this grant project, in-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded grant project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the applicant's organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality.

a. **Record Keeping for Match Requirements.** Records must be maintained that clearly show the source, the amount and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment and space must be documented. Volunteer services used as match must be documented, and to the extent feasible, supported by the same methods used by the organization for its own paid employees. **The Governor's Grants Program has the authority to require a non-federal cash match instead of an in-kind match.**

b. **Exceptions to the 20 Percent Match.**

i. **Native American Tribes/Organizations Located on Reservations.** The match for new or existing **Recovery Act-VOCA** applicants that are Native American tribes/organizations located on reservations is <u>five percent</u> (non-federal cash or in-kind) of the total **Recovery Act-VOCA** grant project. For the purpose of this grant, a Native American tribe/organization is defined as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and services provided by the United States to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native Americans. All organizations applying for these grant funds must meet the other eligibility requirements for subgrantee organizations.

ii. The match requirement may be waived if extraordinary need is documented and submitted to the Governor's Grants Program by the applicant and approved by the Federal Office for Victims of Crime and the Governor's Grants Program.

5. **Volunteers.** <u>Volunteers must be used unless the Governor's Grants Program determines there is a compelling reason to waive this requirement.</u> Agency staff **cannot** <u>be used as volunteer time for this purpose.</u> A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort. The applicant is responsible for providing the documentation and reasons <u>why volunteers cannot be used</u> in its grant application. This documentation should include a statutory cite which prohibits use of volunteers.

6. **Help Victims Apply for Compensation Benefits.** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation and/or checking on claim status.

7. **Comply with Federal Rules Regulating Grants.** Compliance with the applicable provisions of **Recovery Act-VOCA**, the program guidelines, and the requirements of the <u>Federal OJP Financial Guide</u> (to obtain a copy call 1-800-458-0786 or go to http://www.ojp.usdoj.gov/financialguide/index.htm effective edition), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of **Recovery Act-VOCA** grant funds. This includes: financial documentation for disbursements; daily time and activity records specifying time and type of service devoted to allowable **Recovery Act-VOCA** activities; client files; the portion of the grant project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.

8. **Comply with State Criteria.** Abide by any additional eligibility or service criteria as established by the Governor's Grants Program including, but not limited to, submitting financial, statistical and programmatic information on the use and impact of **Recovery Act-VOCA** grant funds.

9. **Services to Victims of Federal Crimes.** Applicants must provide services to victims of federal crimes on the same basis as victims of state and local crimes.

10. **No Charge to Victims for Recovery Act-VOCA-Funded Services.** Applicants <u>must provide services to crime victims at no charge through the **Recovery Act-VOCA** funded grant project</u>. Any deviation from the provision requires prior approval by the Governor's Grants Program.

11. **Client-Counselor Confidentiality.** Applicants must maintain confidentiality of client-counselor information, as required by state and federal law.

12. **Confidentiality of Research Information.** Except as otherwise provided by federal law, no organization receiving monies under **Recovery Act-VOCA** shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with **Recovery Act-VOCA**. Research and statistical information identifiable to any specific private person and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Victims of Crime Act of 1984 codified at 42 U.S.C. §1060(d).

These provisions are intended, among other things, to ensure the confidentiality of information provided by crime victims to counselors working for victims' services programs receiving **Recovery Act-VOCA** funds. <u>Whatever the scope of application given this provision, it is clear that there is nothing in **Recovery Act-VOCA** or its legislative history to indicate that Congress intended to override or repeal, in affect, a state's existing law governing the disclosure of information which is supportive of **Recovery Act-VOCA's** fundamental goal of helping crime victims.</u> For example, this provision would not act to override or repeal, in affect, a state's existing law pertaining to the mandatory reporting of suspected child abuse. See <u>Pennhurst School and Hospital v. Haldermann, et al</u>., 451 U.S. 1 (1981). Furthermore, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence shelter from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in the shelter. Similarly, this provision does not prohibit access to a victim service grant project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements.

ELIGIBLE ORGANIZATIONS

Recovery Act-VOCA specifies that an organization must provide services to crime victims and be operated by a public agency, nonprofit, community or faith-based organization, or a combination of such agencies or organizations, in order to be eligible to receive **Recovery Act-VOCA** funding. Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to,

sexual assault and rape crisis centers, domestic violence programs and shelters, child abuse programs, centers for missing children, mental health services, community and faith-based organizations and other community-based victim coalitions and support organizations, including those who serve survivors of homicide victims.

In addition to victim services organizations whose sole purpose is to serve crime victims, there are many other public agencies, nonprofit, community and faith-based organizations that have components which offer services to crime victims. These organizations are eligible to receive **Recovery Act-VOCA** funds if the funds are used to expand or enhance the delivery of crime victims' services.

INELIGIBLE ORGANIZATIONS

Some public agencies, nonprofit, community and faith-based organizations that offer services to crime victims are not eligible to receive **Recovery Act-VOCA** victim assistance funding. These organizations include, but are not limited to, the following:

1. **Federal Agencies.** This includes U.S. Attorneys Offices and FBI Field Offices. Receipt of VOCA grant funds would constitute an augmentation of the federal budget with money intended for state agencies. However, nonprofit organizations that operate on federal land may be eligible subgrantees of VOCA victim assistance grant funds.

2. **In-Patient Treatment Facilities**. For example, facilities that provides treatment to individuals with drug, alcohol and/or mental health-related conditions.

LIMITATIONS ON USE OF FUNDS AND NON-ALLOWABLE ACTIVITIES

The following services, activities and costs, although not exhaustive, <u>cannot</u> be supported with **Recovery Act-VOCA** victim assistance grant funds:

- Lobbying and Administrative Advocacy;
- Perpetrator Rehabilitation and Counseling;
- Needs Assessments, Surveys, Evaluations, Studies;
- Prosecution Activities;
- Fund-Raising Activities;
- Indirect Organizational Costs;
- Property Loss;
- Most Medical Costs;
- Relocation Expenses;

- Ongoing Expenses for victims such as rent, expenses for victims such as rent, utilities, deposits, car repairs, etc., unless extraordinary and emergency safety issues for the victim can be demonstrated and documented;
- Administrative Staff Expenses;
- Development of Protocols, Interagency Agreements and Other Working Agreements;
- Costs of Sending Individual Crime Victims to Conferences;
- Activities Exclusively Related to Crime Prevention;
- Items pertaining to the area of magazine subscriptions, membership dues, etc. are not allowed;
- Grant funds shall not supplant other funds that would otherwise be available to respond to crime victims; and
- The use of grant project funds is prohibited for grant projects which offer a low probability of improving services to victims of sexual assault as determined by fiscal and program audits.

Recovery Act Guidance regarding Supplanting

Defined: To reduce State or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. Federal funds must be used to **supplement** existing State or local funds for program activities and may not replace State or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace State or local funding that is required by law. In those instances where a question of supplanting arises, the applicant or grantee may be required to substantiate that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

Example 1   Organization A appropriated funds in FY09 for salary and benefits for 10 victim advocates. In FY09, Organization A is awarded **Recovery Act-VOCA** funds designated for the hiring of two additional victim advocates. Organization A expended the federal award as intended, and now has 12 victim advocates.

In this scenario, Organization A has used federal funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If three victim advocates retired during FY09 and Organization A did not follow established recruitment procedures to replace the retired advocates, or utilized funding for those positions for other purposes, supplanting **would** have occurred.

Example 2   Organization B appropriated funds in FY09 for salary and benefits for 10 victim advocates. Due to budget projections for FY10, Organization B expects to lay four victim advocates off (facts that Organization B is able to substantiate). In FY09, Organization B is awarded **Recovery Act-VOCA** funds designated for the hiring of three additional victim advocates. At the end of FY09, Organization B lays off one victim advocate and uses **Recovery Act-VOCA** funds to continue the salary and benefits for the other three victim advocates. In FY10, Organization B

appropriates funds to pay salary and benefits for nine victim advocates.

In this scenario, Organization B will use federal funds to pay the salary and benefits for three victim advocates who would have been laid off but for the availability of federal funds. Therefore, supplanting has **not** occurred.

Example 3   Organization C appropriates funds in FY09 for salary and benefits for 10 victim advocates. Organization C plans to use **Recovery Act -VOCA** funds to pay the salaries of two additional victim advocates. Subsequently, however, Organization C opts to use two current experienced employees for this effort, and uses **Recovery Act-VOCA** funds to pay their salaries and benefits. In so doing, Organization C determined that the remaining employees could handle the services and did not attempt to backfill the positions.

In this scenario, by replacing existing funds with **Recovery Act-VOCA** funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new **Recovery Act-VOCA** funded victim advocate positions, use of the **Recovery Act-VOCA** funds has not **supplemented** funds for program activities, but has **replaced** those funds through its decision not to hire replacements for staff designated for **Recovery Act-VOCA** funded activities.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant and civil and/or criminal penalties.

GRANT APPLICATION DEADLINE

The grant application must be received via the Grant Portal by 11:59 p.m., March 31, 2010. See the Grant Application Portal Instructions link at https://www.accesskansas.org/ssrv-ksgrants/index.do.

FUNDS AVAILABLE AND GRANT PROJECT PERIOD

The amount of grant funds available for grant awards is $650,750. Each grant project funded under this grant fund shall be for a period of 24 months from May 1, 2010 to April 30, 2012. Any funds not expended by April 30, 2012 must be returned to the Governor's Grants Program.

REPORTING REQUIREMENTS

The following reports are required if funding is received under the **Recovery Act-VOCA**:

1. A **Subgrant Award Report** is due **May 31, 2010.**

2. Monthly **Financial Status Report** that provides fiscal information on the actual expenditures during the month. These reports are due **5 calendar days after the end of each month** or the first business day.

3. Quarterly **Job Creation and Retention Report** that provides the number of **Recovery Act-VOCA**-funded hours worked in each reporting period. These reports are due **5 calendar days after the end of each calendar quarter** or the first business day.

4. Quarterly **Grant Project Statistical Report** that provides a summary of victims served and services provided with grant funds. These reports are due **5 calendar days after the end of each calendar quarter** or the first business day.

5. **Grant Project Narrative Report** that provides a narrative description of the activities provided with the grant funds. These reports are due **5 calendar days after the end of each 6-month period**.

6. The **Projection of Final Expenditures Report** is due **January 5, 2012**.

7. Grant project analysis and compliance reviews will be conducted by the Governor's Grants Program.

8. Any other reporting procedures which may be required by the federal government or the Governor's Grants Program.

Copies of receipts must be maintained at the local level for a period of five years past the close of the grant project period.

GENERAL INSTRUCTIONS

Instructions to complete a grant application on the Grant Portal are located at
https://www.accesskansas.org/ssrv-ksgrants/index.do. Click on the "Application Portal
Instructions" link on the left-hand side of the screen under Site Navigation.

*Please note that for purposes of this application only grant funds for personnel, fringe
benefits and other personnel related expenses can be requested.

It should be noted that Recovery Act-VOCA grant funds will not be used to reimburse
mileage expenses in excess of the applicant's approved policy rate or the current federal
rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this
amount, per its agency policy, the applicant should be aware that no grant funds
administered by the Governor's Grants Office may be used to make up the difference.

PROJECT NARRATIVE (Attachment #1)

Upload the application requirements in Times New Roman 12 point font size with the filename
"Project Narrative." Keep the information as brief as possible and explanatory statements clear
and concise. **Do not submit any items not specified in the instructions (i.e. pictures, news
articles, letters of support) other than those requested. Do not include appendices,
brochures, etc.** The following sections are to be included in the Project Narrative.

Problem Statement:
Provide information that comprehensively describes the problem to be addressed with **Recovery
Act-VOCA** grant funds. Use supportive documentation to justify the need for the position(s),
such as existing and projected caseloads, increase in crime, increase in crisis calls/intervention,
etc.

Proposed Grant Project Goals and Objectives:
State the goal(s) of the proposed grant project for which the applicant is requesting funds. This
should not be the goal(s) of the entire agency but specific to the **Recovery Act-VOCA** grant
project. List the objectives to be accomplished in order to reach each goal listed. Objectives
should be expressed in terms of alleviating the problem and of reaching the proposed grant
project goal(s). Objectives should be specific, measurable, realistic and consistent with the
goal(s) of the grant project and cover a single event or outcome. Include the activities for each
objective and a timetable to complete each activity.

Proposed Grant Project Monitoring, Evaluation and Determining Results:
Describe the procedure for monitoring the proposed grant project. What data will be collected
and how will the information be used to encourage success of the proposed grant project?
Describe the criteria that will be used to evaluate the effectiveness and quality of activities and/or
services provided through the proposed grant project. This should be designed to provide an
objective assessment of the effectiveness or input of the proposed grant project. Specify the
procedures to be used and how the information/data collected will be used to improve the

proposed grant project. <u>At a minimum, explain how the proposed objectives will be measured and how it will be determined whether the proposed grant project is effectively and efficiently reaching the proposed goal(s) and objectives</u>. It should be noted that the applicant will be required to show how well the proposed grant project was implemented and if it achieved the results expected based on the evaluation and data collected.

Proposed Grant Project Staffing Pattern:

Describe the staffing pattern that will be utilized to meet the proposed grant project goal(s), objectives and evaluation. Include all persons responsible for achieving proposed objectives as well as the supervisors of those individuals. Also include staff responsible for monitoring the grant project's progress.

Proposed Grant Project Collaboration:

Grant funds are maximized when community agencies work together at all levels; therefore funding priority shall be given to communities that demonstrate and maintain true collaboration. Please describe how the proposed grant project will maximize grant funds by fostering collaboration among units of government and other organizations. Describe the steps that have been taken toward collaborative partnerships within the community and how that collaboration will continue throughout the grant project period. How will the applicant cooperate with other stakeholders within the community? <u>Duplication of services and resources is one sign that adequate community collaboration is not occurring. Please identify whether the proposed grant project provides an unduplicated service to community residents</u>.

Underserved Populations:

Define the underserved population identified in the applicant's community. Provide <u>the applicant's plan</u> to reach and provide services to the underserved populations including those underserved because of ethnic, racial or cultural background; language diversity; persons with disabilities; or geographic isolation, etc.

Dissemination of Crime Victims' Rights Information:

Describe the applicant's <u>written procedures</u> for assisting victims of crime in seeking available crime victims' compensation benefits and informing crime victims of their rights as provided by law. The procedures must detail how victims will be informed of the statutory rights of victims stated in K.S.A. 74-7333 and amendments thereto.

Civil Rights Contact Information:

Applicants must include the name, address and telephone number of a civil rights contact person who has lead responsibility in ensuring that all applicable civil rights requirements are met and who acts as liaison in civil rights matters.

DUNS Number and Current CCR:

Applicants must provide the agency's DUNS number and confirmation of a current CCR to be eligible for grant funds.

Current Audit Report Information:

If the applicant is a nonprofit, community or faith-based organization, *and* the Governor's Grants Program has previously received a copy of the program's most current audit report,

please state so and include information on what period was covered, who did the audit and when it was done.

If the Governor's Grants Program has *not* previously received a copy of the nonprofit program's most current audit report, one must be forwarded as soon as possible to: Governor's Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 North, Topeka, KS 66612-1220. Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations stated in the audit report or in the Letter to Management, also include a written explanation stating how the findings and/or recommendations were, or will be addressed by the applicant.

If the agency is a city or county government, a current audit does not need to be submitted. However, governmental agencies must include information on who performs the audit, what period it covers, when the last audit was completed and where the audit is filed.

CURRENT AND NEXT FISCAL YEAR AGENCY BUDGETS (Attachment #2)

Submit the applicant's current and next fiscal year budgets, including balanced **income and expenses**, with the filename "Agency Budgets." If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income must list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions, etc.). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the agency expects to be notified of the funding decision or the date the program anticipates collecting the income. Be sure to include the appropriate pro-rated portion of this grant application request as budgeted income with a "requested" status. Also, be sure that all line items being requested in this application can be found in the program's budget for expenses.

Example of budget income:

SOURCE:	AMOUNT:	STATUS:	DATE:
City of Topeka	$10,000	Projected	8/10
United Way	5,000	Received	1/10
Walk-A-Thon	500	Collected	12/09
Recovery Act-VOCA-GOV	20,000	Requested	3/10
Total Program Income	$35,500		

Note: Budget expenses are also required.

PROOF OF 501(C) STATUS (Attachment #3)

If the applicant **is a nonprofit, community or faith-based organization**, submit proof of the agency's exempt status as determined by the Internal Revenue Service.

SECRETARY OF STATE REGISTRATION (Attachment #4)

If the applicant **is a nonprofit, community or faith-based organization**, submit a **current** (less than one year old) copy of the agency's Certificate of Good Standing with the Kansas Secretary of State's Office, (785) 296-4564.

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS (Attachment #5)

The applicant must carefully read, sign and submit the required certification form regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements. To obtain a copy of the certification form, email Kim Gerety at Kim.Gerety@ks.gov.

GRANT PORTAL INSTRUCTIONS

This document contains detailed steps to submit a grant application on the web-based Grant Portal for the Governor's Grants Program at https://www.accesskansas.org/ssrv-ksgrants. BE SURE TO READ THE ENTIRE GRANT APPLICATION BEFORE ATTEMPTING TO APPLY ONLINE.

If you have any questions about navigating the Grant Portal website or how to fill in any of the information, please contact the Governor's Grants Program office at 785-291-3205 and ask for Kim Gerety or Lori Jensen. For technical questions, please contact the Kansas.gov Help Center, open Monday through Friday from 8:00 am to 5:00 pm, at helpcenter@ink.org or 800-452-6727.

ACCESS REQUEST

Applications can NOT be submitted if the agency has not first requested access. This process could take up to three business days to receive your login ID and password, so please plan accordingly. If, however, the agency has previously completed an Access Request, then the agency will proceed to the section of instructions below titled "Submitting the Application."

There is only one login ID accepted per agency. To complete an Access Request to submit to the Governor's Grants Program, go to https://www.accesskansas.org/ssrv-ksgrants/access.do.

Fill in the information requested in the appropriate fields and click on "Submit."

A verification screen now appears. Review each of the fields for accuracy. If additional changes must be made, click on 'Modify' and the user is returned to the edit screen. If the page is correct, click on 'Continue' at the bottom of the screen.

If the information is complete, you will receive a confirmation message indicating the submission was successful. You will receive an email response within three business days. The email response is an automated message sent from the Help Center and contains a *temporary* password for login.

ACCESSING THE GRANT PORTAL

When the Access Request is approved by the Governor's Grants Program, an email is sent from the Help Center to the applicant's email address provided. The approval includes a *temporary* password to be used to access the Grant Portal. Below is the Grant Portal home page. It is located at https://www.accesskansas.org/ssrv-ksgrants/index.do.

The user will enter their assigned e-mail address and password in the fields provided on the left side of the page, and click on 'Log in.' If you are a first-time user, the password will be the *temporary* password provided in the <u>Help Center</u> access approval email message.

The user's Grant Portal home page is displayed. If you are a first-time user, it is recommended that before proceeding any further, the user change the *temporary* password provided to one

created for the agency. Existing users also can change their password at any time. To do this, click on the 'Change Password' link on the left side of the page.

The user is now on the Change Password screen. The user must provide the information requested; be sure the new password meets the criteria stated at the top of the screen. Click on 'Submit.'

If the information is complete, you will receive a confirmation message indicating the submission was successful. Click on the 'Home' link on the left side of the page.

SUBMITTING THE APPLICATION

Log in to the Grant Portal following the instructions above titled "Accessing the Grant Portal."

To begin a new application, go to the 'Search' tab in the middle of the screen.

Enter criteria into the fields provided to narrow the search, or leave all the fields blank to conduct a wide search. For a keyword, the user will want to select a word or phrase from the description of the grant to be applied for. Click on 'Search.'

Search results will appear. If the user does not see the grant name that an application is to be prepared for, a new search can be conducted from this screen. If the user does see the grant name than an application is to be prepared for, click on 'Full Guideline Text' to open an electronic copy of the Grant Application Packet. The electronic copy may be printed and/or saved to the user's desktop. To begin an application on the Grant Portal, click on 'Apply.'

NOTE: Once the user has clicked on 'Apply' to begin an application, the application will appear in the user's 'Current' screen. The user will be able to work on the application as their time allows and will not need to conduct a Search again to locate the application.

There are five tabs across the top of the page. The user will start on the 'Introduction' tab. As stated in the introduction, three sections must be completed before the application can be submitted: the General Information, Budget and Attachments.

General Information

Click on the 'General Info.' tab in the middle of the screen.

The user is now on the General Information page and will see Organization Information, Authorized Certifying Official, Contact Information and Project Information. Some of the information is filled in for you. Scroll down the page, reviewing the information until you reach the Primary Contact box, where you will begin entering data.

When all the data is entered, click on 'Save.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a General Information Verification screen.

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information.

If the data appears to be correct, click on 'Continue' and the General Information section is completed.

A General Information Confirmation screen will appear. The user will be able to make further edits if necessary.

Budget

To continue with the application, click on the 'Budget' tab in the middle of the screen.

NOTE: All budget line item requests must be rounded off to the nearest whole dollar.

The user is brought to the Budget screen that displays each of the budget categories just below the 'Budget' tab. It is a requirement that a dollar amount is entered into each line item, even if it

is zero. Therefore, it is recommended that the user work from left to right, starting with Personnel, viewing each budget category. Refer to the Grant Application Packet to determine what budget categories are allowable for each grant program. Click on the Personnel link.

In the Budget: Personnel screen, the user must determine if any funds are to be requested for salaries or wages in the grant application. If no Personnel funds are to be requested, the user should proceed to the 'Benefits' screen. If Personnel funds are to be requested, click on 'Add Personnel.'

Complete the fields that appear on the screen as appropriate for the proposed grant project.

NOTE: *If* the grant program has a match requirement, the user also will see a Match Amount box for each budget line item to enter a value.

For the 'Description,' a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. When complete, click on 'Continue.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Personnel Verification screen.

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information. If the data appears to be correct, click on 'Continue' and the new Personnel line item appears.

The user may now edit the new Personnel line item by clicking on either 'Modify' or 'Delete' under the Action column at the right side of the screen, may add another position title by clicking on 'Add Personnel' and repeating the steps outlined above, or may proceed to the next budget category by clicking on the Benefits link below the 'Budget' tab.

In the Budget: Fringe Benefits screen, the user must determine if any funds are to be requested for fringe benefit expenses in the grant application. Because there are standard line items provided in the Benefits budget category, the user must specify a dollar amount even if it is zero before the category is considered complete. Click on the 'Modify' link for each line item, beginning with FICA.

Complete the fields that appear on the screen as appropriate for the proposed grant project. For the 'Description,' a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. However, if the budget request for this line item is zero, a 'Description' is not required. When complete, click on 'Continue.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Fringe Benefits Verification screen.

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information. If the data appears to be correct, click on 'Continue' and the completed FICA line item appears.

The user may now edit the FICA line item by clicking on 'Modify' under the Action column at the right side of the screen or proceed to the next line item by clicking on the Unemployment Insurance 'Modify' link.

When each of the Fringe Benefits line items has been given a dollar value, the user may add additional fringe benefits by clicking on the 'Add Fringe Benefits' button or may continue to the next budget category Travel. Repeat the same process for the Travel, Supplies, Facility, Equipment, Contractual and Other budget categories. When all of the budget information is entered, click on the Summary link.

The user will see each budget category listed with a status indicator for complete or incomplete. If any budget category is incomplete, click the 'Modify' link to go directly to that budget screen for editing.

NOTE: *If* the grant program has a match requirement, there will be a message at the bottom of the Budget: Summary screen that states whether or not the budget meets the match requirement. The match requirement also must be met in order for the Budget section of the application to be considered complete.

Attachments

To continue with the application, click on the 'Attachment' tab in the middle of the screen. Each grant program has a certain number of Attachment requirements. Refer to the Grant Application Packet for specific instructions regarding the requirements, as some of the Attachments are required for all applying organizations and some may only be applicable to certain applying organizations. Attachments must be prepared and saved on the user's desktop in a PDF, Word document or Excel spreadsheet format. File names must correspond to the attachment requirement, i.e. filename: Project Narrative.doc.

Form documents that applicant's are required to use are found under the heading "Files associated with this grant." Click on the 'Download' link to access the required form.

The system displays the 'File Download' window that allows the user to open or save the file to be utilized. Click on 'Save.'
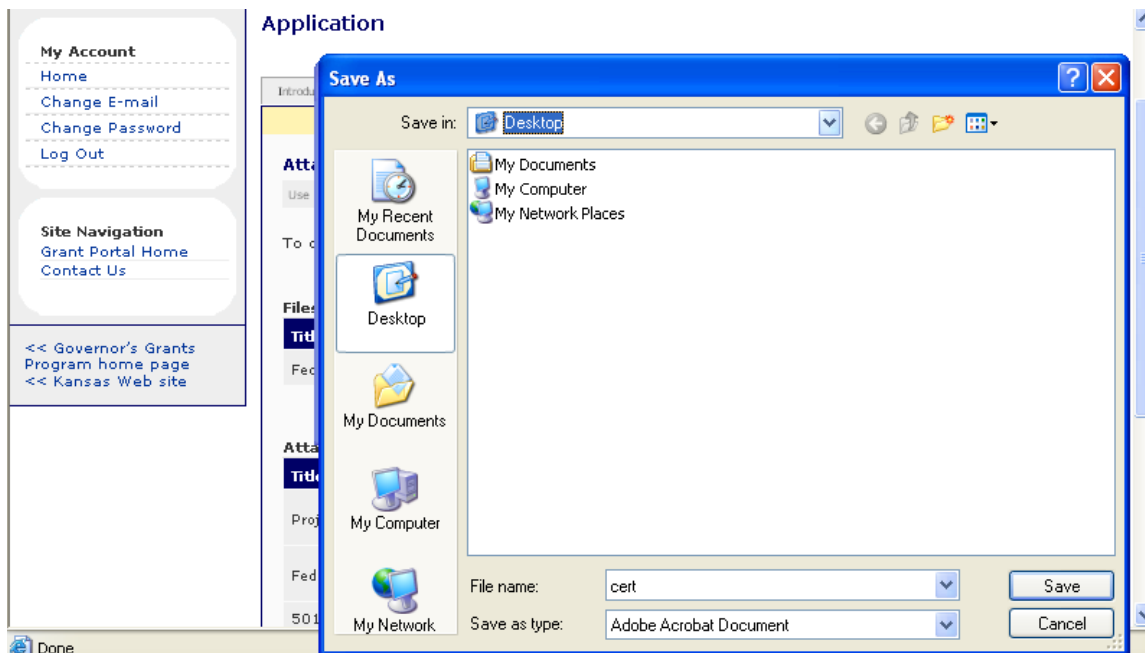
Locate the computer drive and folder on the user's desktop that the document is to be saved in, give the document a filename and click 'Save.' On some computers, the user will see a 'Download Complete' verification screen. This screen may be closed. The document is now downloaded to the user's desktop and the user is returned to the 'Attachments' page.

Under the heading "Attached Files," the user will see a list of required attachments that are found in the Grant Application Packet.

NOTE: The minimum number of attachments to be uploaded is indicated at the top of the screen. Some applying organizations may be required to upload more than the minimum number

of attachments. Refer to the Grant Application Packet instructions to determine how many attachments the user's organization must provide.

To upload a required attachment, click on the 'Edit' link next to the appropriate attachment title.

Click on the 'Browse' button to find the file that will be uploaded to the attachment requirement.
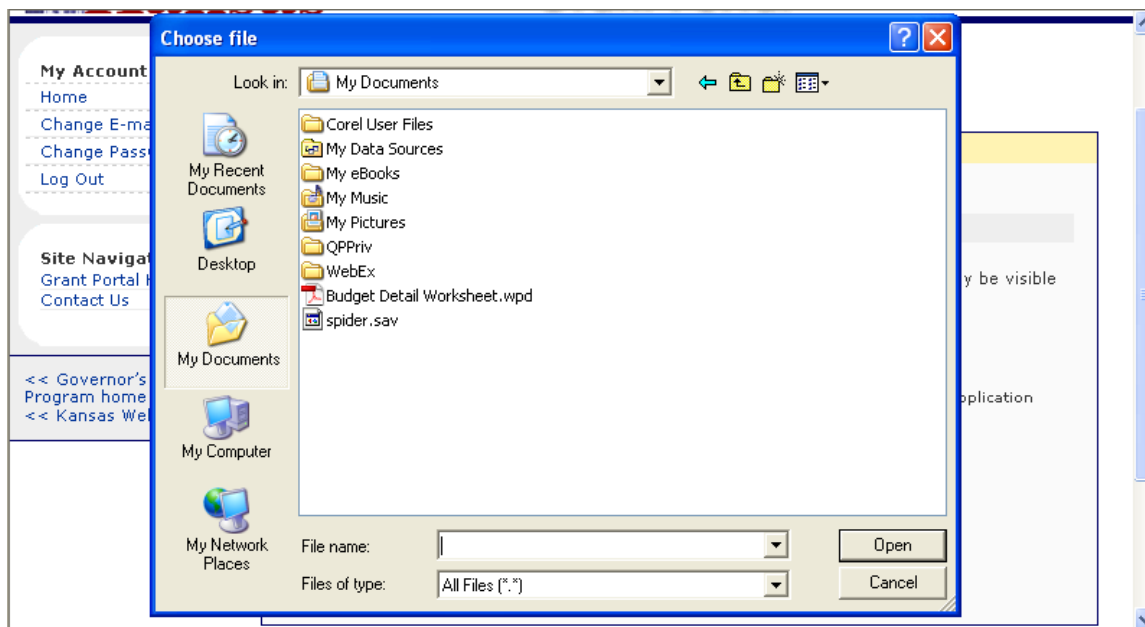
The system displays the 'Choose file' window that allows the user to look for and select the file to be attached. The user clicks on the file to be attached so that it is highlighted, and then clicks on 'Open' (or can double-click on the file name).

The system displays the Attachments: Add File screen again, with the selected file in the Upload field. Verify the filename is correct. The user may add a comment if preferred. Click on 'Save' at the bottom of the screen. (If the user clicks on 'Cancel,' display will return to the Attachments summary page.)

A verification page will display with the filename, date added, and size. If the information is correct, click on the 'Continue' button at the bottom of the screen and the user is directed back to the Attachments page.

As stated in the Grant Application Packet instructions, certain Attachment requirements are forms that are provided in the "Files associated with this grant" section. In the example above, the 'Federal Certifications' document has been downloaded to the user's desktop. The user is responsible for preparing the document to be ready to upload. In this example, the document must be printed, signed by the appropriate individual, scanned and saved as a PDF document to the user's desktop. To upload the prepared attachment, follow the same instructions provided above by clicking on 'edit,' selecting the file from the browse window and verifying the filename.

When the minimum number of Attachment requirements has been met, the user will see an Attachment Confirmation screen as above. From this screen, the user may either edit existing

attachments or add additional attachments by clicking on the 'Add Attachment' button, or may proceed with submitting the application.

Submit

To continue with the application process, click on the 'Submit' tab across the top of the screen.
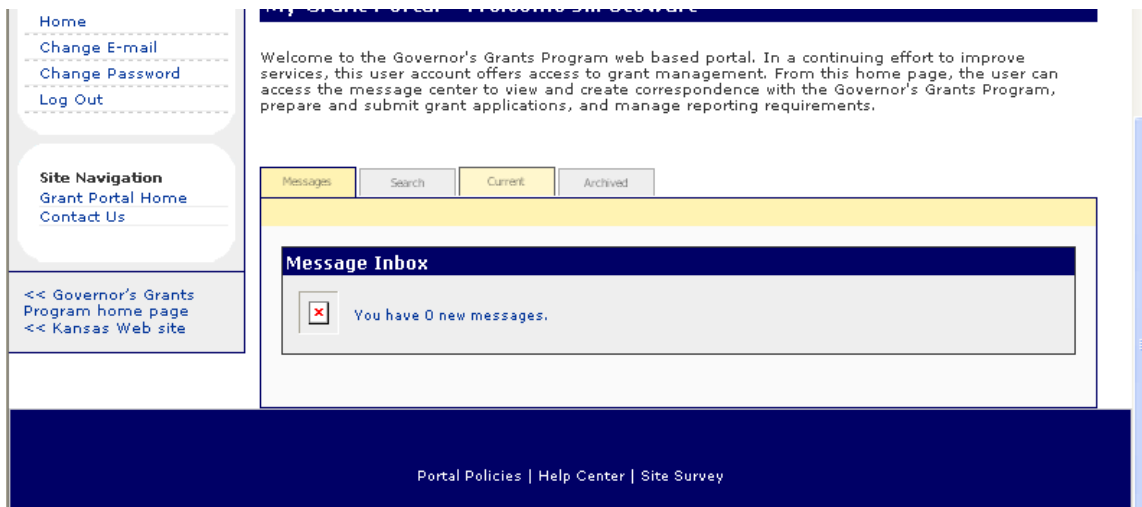

The user will see each application section listed with a status indicator for complete or incomplete. If any application section is incomplete, click the 'Modify' link to go directly to that section for editing. If all sections are complete, click on the 'Submit Application' button at the bottom of the screen.

NOTE: After submitting the application, it is locked to the user for any edits and may only be viewed.

The system displays a message confirming that the revision was successfully submitted. The user is done with the grant application and may log out of the Grant Portal.

To view the new status of the grant application just submitted, click on the 'Home' link on the left side of the screen.

Click on the 'Current' tab across the center of the screen.

In this view, the grant application just submitted is the second line with a "Pending" status. The application may be viewed or withdrawn if the organization chooses to not have the application considered.

To exit the Grant Portal, click the 'Log Out' link on the left side of the screen.